

School Portfolio Contents

The team leader will contact the school/district prior to the official visit, in order to assist the schools in compiling their portfolio. The school will be encouraged to submit the following:

- ☐ **FIVE YEAR COMPREHENSIVE EDUCATION PLAN (5YCEP)**
 - ☐ **MISSION STATEMENT**
 - ☐ **PEER REVIEW OF 5YCEP**
 - ☐ **REVISED 5YCEP**
 - ☐ **EFFECTIVENESS REPORTS**
- ☐ **IMPROVEMENT AND GRANT APPLICATIONS**
 - ☐ **PAST IMPROVEMENT PLANS**
 - ☐ **AGENDAS AND MINUTES OF PAST YEAR SIP DOCUMENTS**
- ☐ **CURRICULUM ALIGNMENT DOCUMENTS**
 - ☐ **CULTURALLY RELEVANT MATERIALS**
- ☐ **PROFESSION DEVELOPMENT ACTIVITIES**
 - ☐ **CALENDAR OF EVENTS, PROFESSIONAL DEVELOPMENT (PD), EARLY RELEASE, TESTING DATES**
- ☐ **STAFF EVALUATION PROCESS**
- ☐ **DISTRICT TECHNOLOGY PLAN**
- ☐ **MASTER SCHEDULE**
 - ☐ **SCHOOL LAYOUT - MAP IDENTIFYING TEACHERS AND LOCATIONS**
- ☐ **STAFFING LIST AND ASSIGNMENTS**
- ☐ **GRANTS CURRENTLY IN OPERATION**
- ☐ **SCHOOL BOARD MINUTES FOR PREVIOUS TWELVE MONTHS**

- ☐ **SCHOOL BOARD POLICIES/BY-LAWS**
- ☐ **SCHOOL HANDBOOKS**
 - ☐ **TEACHER**
 - ☐ **STUDENT/PARENT**
- ☐ **SCHOOL REPORT CARD - NCLB**
- ☐ **STUDENT REPORT CARD – SAMPLE**
- ☐ **SCHOOL ASSESSMENT RESULTS - MONTCAS**
- ☐ **SAMPLE OF STUDENT CUMULATIVE RECORD**
- ☐ **SAMPLES OF STUDENT ASSESSMENTS IN CORE AREAS OF ALL GRADE LEVELS**
- ☐ **ATTENDANCE REPORTS**
- ☐ **ANY OTHER EVIDENCE THAT DEMONSTRATES CONTINUOUS SCHOOL IMPROVEMENT EFFORTS**
- ☐ **COMMITTEE LIST**